



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Facilities Maintenance**

Class Code: 5311

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Skilled supervisory work in the planning, scheduling and implementation of maintenance, construction and grounds maintenance programs.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Determines work priorities in conjunction with those set by the Board of County Commissioners, County Manager, Department Director, and Division Manager.

Initiates and effectively recommends, for final approval by the department director, for hiring, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Reviews, recommends and administers building maintenance and repair programs, including preventive maintenance, emergency and routine work programs, and appropriate safety programs.

Plans, directs, and schedules all work projects and programs as they occur. Estimates amount of time and materials needed to accomplish tasks, and requisitions supplies and materials for assigned projects.

Responsible for expediting and acquisition of supplies and equipment to meet goals and objectives set by the division manager.

Responsible for administrative duties to include scheduling, correspondence, reports, and automated office and maintenance management systems.

Provides input and participates in the budget preparation process.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Thorough knowledge of all phases of building maintenance, repairs, construction, landscaping, ground maintenance, applicable codes, and standards. Knowledge of equipment, materials, and methods to meet current industry standards. Knowledge of automated office and maintenance management systems.

Ability to comprehend and interpret complex technical data, documents and specifications. Ability to interact with County users, contractors and the general public. Ability to communicate effectively both orally and in writing.

Considerable skill in the performance and/or supervision of skilled construction trades in all phases of building maintenance, renovation, remodeling and new construction.

High School Diploma or GED and five (5) years' responsible supervisory experience, to include building maintenance, remodeling or new construction, and three (3) years experience with automated management systems for maintenance and construction.

Must possess and maintain a valid Florida Driver's License Class "D". Must be able to obtain a Florida Commercial Driver's License Class "B" if required.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work is performed both inside and outside of an office, and requires extensive physical effort in performing assigned duties. Incumbents must be able to walk over uneven terrain for extended periods of time. Position must follow safety procedures very carefully due to the nature of duties performed.